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ABSTRACT

This resource guide, one of a series of annotated bibliographies describing the collection of the lending library of the Vocational Special Needs (VSN) Program at Texas A&M University, lists available materials for and about office education. Covered in the individual sections of the guide are the following topics: instructional materials, information for teachers, resource directories, and helpful general resources. Each citation includes information concerning the author, title, and publisher of the work; its VSN accession number; and a brief abstract detailing its contents. (MN)

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VOCATIONAL SPECIAL NEEDS LENDING LIBRARY

Office Education Materials

A Resource Guide

Edited by:

Marilyn R. Kok

The Vocational Special Needs Program
Texas A&M Unviersity

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For over five years, the Vocational Special Needs Program at Texas A&M University has offered a lending library of materials to educators in Texas who desire information on the vocational needs and preparation of special education students. In 1981, the library was computerized, simplifying access and increasing the library's popularity. A complete Catalog of Holdings was published in 1981, with supplements each year. Our subscribers (and we encourage any educator in Texas to become one) have begun to ask for more specialized and more "user-friendly" resource guides. We are responding with this series of manuals.

Guides in the series will address the following topics:

Agricultural Education Materials
Assessment Materials
Audio-Visual Materials
Employment-Related Instructional Materials
Health Education Materials
Homemaking Materials
Industrial Education Materials
Limited English Proficiency Materials
Marketing and Distributive Education Materials
Office Education Materials
Prevocational Instructional Materials

We hope these resource guides will encourage more subscribers to the library. We are currently acquiring many software packages for teachers to use in computer-assisted instruction, but remain interested in hearing about any resources you can recommend to us. Please contact us if our library can be of any assistanc to you.

The Vocational Special Needs Program
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INSTRUCTIONAL MATERIALS

Anema, Durlynn. Don't Get Fired: 13 Ways to Hold Your Job. Hayward, Ca.: Janus Book Publishers, 1981. VSN# 01639

Written for students this book has thirteen units, each covering a different skill, habit, or attitude necessary for being a good worker. Written simply and well illustrated, teachers have found it extremely useful for students with limited reading and comprehension skills.

Anema, Durlynn. Get Hired: 13 Ways to Get A Job. Hayward, Ca: Janus Book Publishers, 1981. VSN# 01640

This workbook for students has thirteen units related to getting a job. Like the text above, teachers have found it very useful for special education students.

Berliner, Don. Want A Job? Get Some Experience. Want Experience? Get A Job. New York: Amacom, 1978. VSN# 02216

A "witty, wise, and totally honest book," this will both interest and instruct students who have at least average reading skills. It covers everything students need to know to get their first job.

Fearon Pitman Publishers. Job Tips: Facts About Exciting Job Opportunities (Teacher/Counselor Guide). Belmont, Ca: Author, 1979. VSN# 02295

This guide includes instructions for using the JOB TIPS with students, discussion topics, and source materials for both teachers and students. The series includes short 8-10 page brochures for students to read, each addressing a separate entry-level job. Each brochure lists the job, what students should know, opportunities for more training, what classes to take, where and how to get a job, and more. Brochures that address jobs related to office education include:

Messenger (02299)
Duplicating Room Worker (02300)
File Clerk (02301)
Library Assistant (02302)

Glasner, Lynne and Marilyn Thypin. Pacemaker Vocational Readers. Belmont, Ca.: Fearon-Pitman Pub., 1976. Titles follow.

Designed for high school students with severe reading disabilities, simply written with large photographs, these books

explain career opportunities by using an entertaining, fictional account of young adults' experiences on the job. They teach a variety of job skills and behaviors. A Teacher's Guide (VSN# 02336) and a set of audio cassettes (VSN# 02347) accompany the series. A book that addresses office education is:

Power On and Start Print (Duplicating Room Worker) (02339)

Jew, Wing and Robert Tong. Janus Job Interview Kit. Hayward, CA: Janus Book Publishers, 1981. VSN# 01635

This kit includes 30 interview cards, each with a different job and each with job descriptions, interview situations, and questions. It also includes a job ticket book for students to schedule their interviews, application forms, rating forms, progress record forms, and a teacher's guide. Several interview cards relate to office education.

Livingstone, Arnold. Janus Job Interview Guide. Hayward, Ca.: Janus Book Publishers, 1981. VSN# 01638 A Teacher's Manual accompanies the text.

This book, written for students with special learning needs, begins with general information on interviewing skills and includes a review of 15 interviews, for a variety of jobs. Each interview includes background information such as the advertisement for the job and the experience of the applicant, a transcript of the interview, and a one-page worksheet for students to complete.

Reynolds, M. Leroy (Dir.). VESEP II: Prevocational Enabling Skills Survey Materials. Mt. Pleasant: Central Michigan University, Vocational Education/Special Education Project II, 1976. VSN# 01202

This book outlines the prevocational skills special education students will need before entering a vocational program. (For use with the following guidebook.)

Reynolds, M. Leroy, Ronald J. Lutz, Cleo B. Johnson, & L. Allen Phelps. Cluster Guide: Office and Business Occupations. Mt. Pleasant: Central Michigan University, n.d. VSN# 01206

This guide gives task analyses for a variety of skills needed in an office job, instructional task modules for teaching these skills, and a bibliography.

Stanislaus County Department of Education. The Job Box. Belmont, Ca.: Fearon-Pitman Publishers, Inc., 1978. VSN# 01859

A career exploration training kit, this includes units on office education. Worksheets by Carol King accompany The Job Box (ask for VSN# 02284).

Stevens, Larry. Jobs That Use Math. Stockton, Ca.: Stevens & Shea Publishers, 1979. VSN# 01811

This kit includes four parts: (1) a teacher's guide, (2) a student's guide, (3) an exercise book, and (4) a series of booklets related to specific jobs. Several of the jobs relate to office occupations. All booklets are illustrated, simply written, and well laid out for use by special education students.

Swanson, Fern Talent. Career Exploration in Filing. Red Oak, IA: Project Discovery, Southwest Iowa Learning Resources Center, 1974. VSN# 01384

One of the better resources we have for office education teachers working with special needs students, this kit includes instructions for students on filing alphabetically, by subject, chronologically, numerically, and geographically. The kit includes an instruction booklet—simply written and colorfully presented—and six groups of index cards.

INFORMATION FOR TEACHERS

Albright, Leonard and Geraldine Markel. Vocational Evaluation of the Handicapped: Perspectives on Program Evaluation. Urbana-Champaign: University of Illinois, Office of Career Development for Special Populations, 1982. VSN# 01984

This resource describes a three-phase process of evaluation: (1) planning, (2) process, and (3) impact evaluation. The book also offers other considerations and observations.

Becker, R. L. Revised Reading-Free Vocational Interest Inventory. Columbus, Ohio: Elbern Publications, 1981. VSN# 01905

This manual offers complete descriptions of the inventory (designed to show what work students are interested in doing), and instructions for its use.

Giachino, Joseph W. & Ralph O. Gallington. Course Construction in Industrial Arts. Alsip, IL: American Technical Publishers, 1977. VSN# 02067

Hoffman, Linda P. A New Look at an Old Skill: Reading in the Vocational Classroom. Columbus: Ohio State University, Vocational Instructional Materials Laboratory, 1982. VSN# 02038

This textbook, packed with exercises for students, is designed to provide reading exercises related to vocational subjects. Several address office-related occupations.

Ianacone, Robert, et. al. Vocational Education for the Handicapped: Perspectives on Vocational Assessment. Champaign: University of Illinois, Office of Career Dev. for Special Populations, 1982. VSN# 01987

This book describes the state-of-the-art of vocational assessment, including personnel development for assessment and delivery models.

Mager, Robert F. and Kenneth M. Beach, Jr. Developing Vocational Instruction. Belmont, CA: Fearon Pitman, 1967. VSN# 02238

In 14 brief chapters, the authors describe steps teachers need to take when developing vocational instruction. This book offers a succinct, easily understood, simple-to-read resource for office teachers who are developing curriculum.

Pati, Gopal, John I. Adkins, and Glenn Morrison. Managing and Employing the Handicapped: The Untapped Potential. Lake Forest, IL: Brace-Park, 1981. VSN# 01970

This book offers some practical, good business reasons for employing handicapped individuals. The book can give office teachers excellent information on dealing with employers of handicapped students, on services, the legal framework, recruitment, and more.

Ruegamer, Lynn C., Bill R. Wagonseller, and Roger Kroth. Public Law 94-142, Putting Good Intentions to Work: A Program for Parents and Teachers. Champaign, IL: Research Press, 1981. VSN# 01975

This kit, with filmstrip and cassettes, provides a good background for Public Law 94-142, the law that guarantees handicapped students a free, appropriate public education.

Wehman, Paul. Competitive Employment: New Horizons for Severely Disabled Individuals. Baltimore: Paul H. Brookes Pubs., 1981. VSN# 01552

This book offers a great deal of information on the employment of severely disabled individuals, including assessment of their employability, training models, placement processes, job retention, nonvocational skills, model programs, and more.

RESOURCE DIRECTORIES

All of the following directories list materials for use with special education students in industrial classes.

ERIC. Search on Handicapped. Washington, D.C.: Government Printing Office, n.d. VSN# 00380

Herring, Don. Career Information and Dissemination Techniques: A Resource Guide. Austin: Texas Education Agency, Division of Public School Occupational Programs, 1973. VSN# 00563

Herschbach, Dennis R., Marcia D. Smith and Myra S. Kessler (Eds.). Cooperative Work Experience: An Annotated Resource Guide. College Park: University of Maryland, Dept. of Industrial Education, 1975. VSN# 00565

Herschbach, Dennis R., Marcia D. Smith and Myra S. Kessler (Eds.). Cooperative Work Experience: An Annotated Resource Guide for Teachers of the Handicapped. College Park: University of Maryland, Department of Industrial Education, 1976. VSN# 00566

Hill, Carol L. Vocational Instructional Materials for Business and Office Education Available from Federal Agencies. Washington, D.C.: Human Resources Management, Inc., 1980. VSN# 00571

Illinois Network of Exemplary Occupational Education Programs for Handicapped and Disadvantaged Students. Technical Assistance and Dissemination System: Illinois Special Needs Populations. Normal: Illinois State University, Handicapped and Disadvantaged Project, 1979. VSN# 00599

Lambert, Roger, et. al. Vocational Education Resource Materials: A Bibliography of Materials for Handicapped and Special Education. Madison: University of Wisconsin, Center for Studies in Vocational and Technical Education, 1976. VSN# 00727

Lambert, Roger, et. al. Vocational Education Resource Materials: A Bibliography of Materials for Handicapped and Special Education: Supplement to 2nd Edition. Madison: University of Wisconsin, Center for Studies in Vocational and Technical Education, 1976. VSN# 00916

Mangano, Michael R. and Phillip R. Foster. Vocational Curriculum Resources for Handicapped Students: A Guide to Print and Non-Print Instructional Materials. College Park: Maryland Vocational Curriculum Research and Development Center, 1979.

Minnesota Instructional Materials Center. Annotated Bibliography of

Prevocational-Vocational Materials for Students with Special Needs. White Bear Lake, Minnsota: Minnesota Dept. of Education, 1977. VSN# 00916

Strey, Geraldine. Competency-Based, Task- and Job Analysis Materials in Vocational Education. Madison: University of Wisconsin, Vocational Studies Center, 1978. VSN# 01374

Towne, Douglas C. and Sydney Wallace. Vocational Instructional Materials for Students with Special Needs. Portland, OR: Northwest Regional Educational Laboratory, 1972. VSN# 01479

HELPFUL GENERAL RESOURCES

The following resources are among the most helpful general resources in our library and we would like to recommend them for your professional reading. Among the topics covered in these books are legal considerations of providing vocational education to handicapped students, classroom management, strategies for dealing with specific handicapping conditions, and more.

Altfest, Myra (Ed.). Voational Education for Students with Special Needs: A Teacher's Handbook. Fort Collins, Colorado: Dept. of Vocational Education, Colorado State University, 1975. VSN# 00039

One of the all-time best resources, the book has sections on identifying students, learning styles, and teaching methods that are especially helpful.

Bowe, Frank. Handicapping America: Barriers to Disabled People. New York: Harper & Row, 1978. VSN# 00151

Written by the director of the American Coalition of Citizens with Disabilities, this book describes the experiences of disabled people in an easily read and very interesting style. Definitely worth reading.

Brolin, Donn E. Vocational Preparation of Persons with Handicaps. Columbus: Charles E. Merrill, 1982. VSN# 00169

A well-presented textbook with four main sections: Background, Vocational Evaluation, Vocational Development, and Program Models.

Clark, Donald L., et. al. Making Mainstreaming Work: A Handbook for Vocational Administrators. College Station, Texas: Vocational Special Needs Program, College of Education, Texas A&M University, 1979. VSN# 00234

A practical guide for educators, including many inservice activities and resources.

Connis, Richard T., Jo-Ann Sowers, and Linda E. Thompson. Training the Mentally Handicapped for Employment. VSN# 01719

This book explains how to set up a comprehensive training program for retarded students, including administrative policy, funding, skills to be trained, techniques, placement and follow-up, assessment, and much more.

Dahl, Peter R., Judith A. Appleby, and Dewey Lipe. Mainstreaming Guidebook for Vocational Educators: Teaching the Handicapped. Salt Lake City, Utah: Olympus Publishing Co., 1978. VSN# 00307

Thorough, easy-to-read, this book is worth purchasing.

Halloran, William, et. al. Vocational Education for the Handicapped: Resource Guide to Federal Regulations. Out of print. VSN# 00521

This handbook describes in detail the provisions of the three most important laws affecting the vocational preparation of special needs students: The Rehabilitation Act of 1973, Section 504; The Education of the Handicapped Act; and the Vocational Education Act of 1963. It then compares the laws.

Jones, Vernon F. Adolescents with Behavior Problems: Strategies for Teaching, Counseling, and Parent Involvement. Boston: Allyn and Bacon, 1980. VSN# 01845

Useful, well-written, this book will help you understand adolescents, cope with and change their behavior, and communicate effectively with them. It has numerous activities to help adolescents learn to communicate better and has a good section on dealing with parents of adolescents with behavior problems.

Kok, Marilyn and Linda H. Parrish (Eds.). Insights Into Instruction: A Discussion of Three Handicapping Conditions for Vocational Teacher Educators. College Station, TX: Vocational Special Needs Program, College of Education, Texas A&M University, 1981. VSN# 01698

This book summarizes a conference in which special educators and vocational educators discussed the characteristics and vocational training needs of three handicapping conditions: mental retardation, learning disabilities, and emotional disturbance. The section on emotional disturbance is especially useful.

Mann, Lester, Libby Goodman, and J. Lee Wiederholt. Teaching the Learning Disabled Adolescent. Boston: Houghton Mifflin, 1978. VSN# 00801

A very complete description, if somewhat technical, of the characteristics, needs, and perspectives of adolescents with learning disabilities.

Martin, Reed. Educating Handicapped Children: The Legal Mandate. Champaign, IL: Research Press Company, 1979. VSN# 00807

A concise, well-written description of the legal supports for the education of handicapped students.

Meers, Gary D. (Ed.). Handbook of Special Vocaitonal Needs Education. Rockville, MD: Aspen Systems Corporation, 1980. VSN# 00884

A lengthy and thorough presentation of vocational special needs. A good resource.

Miller, Sidney R. and Patrick J. Schloss. Career-Vocational Education for Handicapped Youth. Rockville, MD: Aspen Systems Corp., 1982. VSN# 01913

Another all-around useful resource.

Phelps, L. Allen and Laurie J. Batchelor. Individualized Education Programs (IEPs): A Handbook for Vocational Educators. Columbus, Ohio: National Center for Research in Vocational Education, 1979. VSN# 01051

An in-depth description of an individualized education plan, this book also describes the vocational educators' role.

Phillips, Linda. Barriers and Bridges. Sacramento, CA: California Advisory Council on Vocational Education, n.d. VSN# 01055

This book is especially valuable for the description of the barriers handicapped people face when seeking training, employment, and services.

Poteet, James A. Behavior Modification: A Practical Guide for Teachers. Minneapolis: Burgess Publishing Co., 1973. VSN# 01959

A short description of what must be done to set up a behavior modification system.

President's Committee on the Employment of the Handicapped. A Handbook on the Legal Rights of Handicapped People. Washington, D.C.: Superintendent of Documents, U.S. Government Printing Office, n.d. VSN# 01072

A ready reference on the legal rights related to architecture, employment, housing, transportation, and many more topics.

Twiford, Rainer. A Child with A Problem: A Guide to the Psychological Disorders of Children. Englewood Cliffs, N.J.: Prentice-Hall, 1979. VSN# 01960

Brief, easy-to-read descriptions of the psychological disorders of children.

Ward, Michael, et. al. A Workshop Manual to Increase Awareness of Handicapped People. Reston, VA: Council for Exceptional Children, n.d. VSN# 01916

Easy-to-follow, useful activities to help your audience simulate handicapping conditions.

Weisgerber, Robert (Ed.). Vocational Education: Teaching the Handicapped in Regular Classes. Reston, VA: Council for Exceptional Children, 1978. VSN# 01563

Practical, concise descriptions of the different handicapping conditions and the needs that students with these conditions might have in a vocational class.